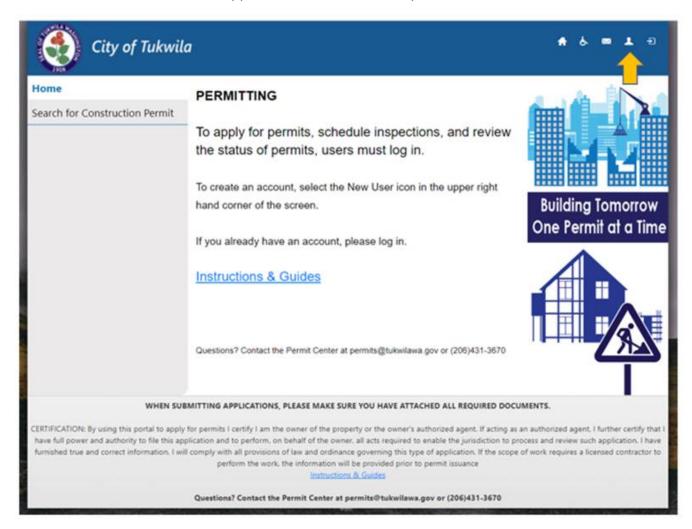**INSTRUCTIONS FOR CREATING A NEW USER ACCOUNT**

Link to online portal: https://tukw-egov.aspgov.com/BP/index.html

To create an account, select the icon second from the right in the upper right corner. When you hover on it the words "New User" will appear. Click on it to create your account.

Complete all required fields and click on "Create New User" at the bottom.

You will receive an email to activate your account.

Once your account is created and activated you can log in.